

EVIDENCE CUSTODIAN

EXAMINATION PLAN

Selection Process I.D. #
6111/--/0612.E1

June 2012
50 item multiple choice examination
Weight = 100%
70% correct or more required to pass
Time Limit = 1.5 hours
Hand-held calculator permitted

	<u>CONTENT AREA</u>	<u># OF ITEMS</u>	<u>PERCENTAGE</u>
1.	Proofreading	10	20.0%
2.	Basic Computer Knowledge	4	8.0%
3.	Practical Math	5	10.0%
4.	Reading Comprehension	9	18.0%
5.	Safety	7	14.0%
6.	Communications and Interpersonal Skills	10	20.0%
7.	Reading and Interpreting Forms	5	10.0%
		<hr/>	<hr/>
	TOTAL	50	100.0%

Sources used:

Fulton-Calkins, Patsy and Karin M. Stulz, *Procedures & Theory for Administrative Professionals*, 6th Ed., South-Western Cengage Learning, 2009 (5 items)

G.O. 3.4.60/Workers' compensation Information for the Injured Worker, 2011 Edition, Industrial Commission of Arizona (1 item)

Oliverio, Mary Ellen, William R. Pasewark, Bonnie R. White, *The Office, Procedures and Technology*, 5th Ed., South-Western Cengage Learning, 2007. (5 items)

Occupational Safety and Health Administration, <<http://www.osha.gov/>>, O.S.H.A. "Why do so Many People Have Back Problems?" <<http://www.free-training.com/osha/back>>, accessed on May 31, 2012. (3 items)

Sabin, William A., *The Gregg Reference Manual*, 11th Edition, McGraw-Hill, 2011, Appendix D. (4 items)

Occupational Safety and Health Administration, <<http://www.osha.gov/>>, O.S.H.A. Construction eTool, <<http://www.osha.gov/SLTC/etools/construction/falls/4ladders.html>>, accessed June 4, 2012. (2 items)

Occupational Safety and Health Administration, <<http://www.osha.gov/>>, O.S.H.A. Personal Protective Equipment, OSHA 3151-12R 2003. accessed June 4, 2012. (1 items)

This examination consists of 50 multiple choice questions. All questions are equally weighted.

Select the best answer and mark your response in the appropriate place on the answer sheet. There is one correct answer for each question.